

BUDGET BUREAU NO. 29-5301 APPROVAL EXPIRES NOV. 30, 1953		DATE
GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE MICROFILM SURVEY - ORGANIZATION UNIT REPORT		
1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, or other organization unit of the agency)	
3. LOCATION (Street and city address of organization unit listed in Block 2)	4. LIAISON (Name, title, location of organization unit official who will be available to answer possible questions arising from survey)	
5. WERE ANY MICROFILMING OPERATIONS PERFORMED BY OR FOR YOUR ORGANIZATION UNIT DURING FY 1953? (ANSWER YES IF THE WORK OF THE ORGANIZATION UNIT INCLUDED (1) THE PREPARATION OF RECORDS FOR MICROFILMING, WHETHER THE LATTER WAS TO BE DONE BY THE AGENCY OR BY AN OUTSIDE CONTRACTOR, (2) THE REPRODUCTION OF FACSIMILES FROM EXISTING MICROFILM, OR (3) THE MICROFILMING OF RECORDS. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, complete Schedules A, A-1 & B and return with this sheet, noting inclusion by check in Block 11.</i>		
6. DO YOU HAVE ANY MICROFILM EQUIPMENT UNDER CONTROL OF YOUR ORGANIZATION UNIT? INCLUDE READERS, CAMERAS, ETC. IN STORAGE AS WELL AS THOSE IN OPERATION. (DO NOT INCLUDE MICROFILM READERS USED SOLELY TO SERVICE AN EXISTING LIBRARY OF MICROFILM REELS. DO INCLUDE READERS USED IN THE FILMING OR INSPECTION PROCESSES.) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, complete Schedule C and return with this sheet, noting inclusion by check in Block 11.</i>		
7. ARE WRITTEN INSTRUCTIONS IN EFFECT FOR OBTAINING APPROVAL OF PROPOSED MICROFILMING PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, return a copy with this sheet, marking the instructions "Microfilming Survey - Schedule D" and note inclusion by check in Block 11.</i>		
8. ARE WRITTEN INSTRUCTIONS FOR THE GUIDANCE OF MICROFILM OPERATIONS IN EFFECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, return a copy with this sheet, marking the instructions "Microfilming Survey - Schedule E" and note inclusion by check in Block 11.</i>		
9. HAVE STANDARDS OF PRODUCTION FOR MICROFILMING OPERATIONS BEEN ESTABLISHED? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, return a copy with this sheet, marking the standards "Microfilming Survey - Schedule F" and note inclusion by check in Block 11.</i>		
10. IS THERE CENTRAL CONTROL OF APPROVAL OF MICROFILMING PROJECTS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, indicate name of organization unit authorized to give such approval.</i> <i>If NO, state how such determinations are made.</i>		
11. SCHEDULES ATTACHED (Check box indicated for each Schedule submitted with Survey Sheet) <input type="checkbox"/> A (GSA FORM T75a) <input type="checkbox"/> A-1 (GSA FORM T75a-1) <input type="checkbox"/> B (GSA FORM T75b) <input type="checkbox"/> C (GSA FORM T75c) <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F		
INSTRUCTIONS (General)		
This report should be executed by each organization unit which, during FY 1953, performed specific microfilming operations or which had such microfilming operations performed for it regardless of by whom performed, or which on the date the questionnaire was prepared had an inventory of microfilm equipment. The data reported must include all operations or inventory within the continental limits of the U.S.		
DEFINITIONS		
As used in instructions covering this survey the term:		
1. "Agency" means a Department or independent establishment of the government.		
2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.		
3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.		
4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization unit, other organization units within your agency, other agencies, or by private business under contract.		

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APPROVAL EXPIRES NOV. 30, 1953

GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

OF

MICROFILM SURVEY - ORGANIZATION UNIT REPORT

DATE

MICROFILM OPERATIONS, SELF-PERFORMED OR PURCHASED

1. NAME OF AGENCY

2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)

3. LOCATION (Street and city address of organization unit listed in Block 2)

4. LIAISON (Name, title and location of organization unit official who will be available to answer possible questions arising from survey)

DESCRIPTION OF RECORDS (A)	NUMBER OF IMAGES (In thousands) (B)	NUMBER OF ROLLS (100 Ft.) (C)		FILMED BY (D)	FILM DEVELOPED BY (E)		PUR- POSE (F)	SCHEDULED RETENTION PERIOD FOR PAPER RECORDS (G)	HAVE PAPER RECORDS BEEN DES- TROYED? (H)
		NEG	DUP		NEG	DUP			

I N S T R U C T I O N S (General)

This schedule is used for reporting all microfilm operations (whether purchased or self-performed) where the completed film is used by the reporting organization unit. Operations conducted by the reporting organization unit as a service to another unit or agency shall be reported on GSA FORM T75a-1.

D E F I N I T I O N S

As used in instructions covering this survey the term:

1. "Agency" means a department or independent establishment of the government.
2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

C O L U M N

- A. Insert the title (or a brief description of the file) of each group of records which was microfilmed during fiscal year 1953.
- B. Insert the number of images for each group described in column A.
- C. Insert number of negative and positive or other duplicate film rolls for each group of record listed in column A.
- D. Show by whom the records were filmed. Use the following code:
 1. Your organization unit.
 2. Elsewhere within the agency.
 3. By another Government agency.
 4. By contract with private business. In these cases attach a copy of the Invitation to Bid and of the resulting contract for each such job.

Example: If Bureau A of agency X had the records filmed within its own Bureau it would use Code 1; if Bureau A had its records filmed by Bureau B of agency X, it would use Code 2; if by Government agency Y, it would use Code 3; if by a private microfilm company, it would use Code 4.
- E. If records were filmed by the reporting organization unit, show by whom the film was developed. Make no entry in this column if the *filming* operations were accomplished by other than the reporting organization unit. Use the following code:
 1. Your organization unit.
 2. Elsewhere within the agency.
 3. By another Government agency.
 4. By the vendor of the film.
 5. By other commercial processing laboratory.
- F. Show the general purpose for which the records were microfilmed. Use the following code:
 1. Disposal (To reduce cost of space or file equipment requirements.)
 2. Security.
 3. Preservation of deteriorating records.
 4. To produce film or paper copies.
 5. To reduce time or labor of current office operations.
 6. Other. Describe on separate sheet and attach to schedule.

If used for more than one purpose, list the codes in the order of their relative importance, with the most important listed first.
- G. Show retention period established for this record by agency record retention schedule.
- H. State YES or NO whether paper records were destroyed after filming.

NOTE: Microfilm operations performed by a reporting organization unit as a service for another reporting organization unit must be reported on GSA FORM T75a-1 by the unit performing the work and on GSA FORM T75a by the receiving unit.

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GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

OF

MICROFILM SURVEY - ORGANIZATION UNIT REPORT

DATE

MICROFILM OPERATIONS, PERFORMED FOR OTHER ORGANIZATION UNITS OR AGENCIES

1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)
3. LOCATION (Street and city address of organization unit listed in Block 2)	4. LIAISON (Name, title and location of organization unit official who will be available to answer possible questions arising from survey)

AGENCY AND ORGANIZATION UNIT
FOR WHICH SERVICE WAS PERFORMED
AND TITLE OF FILE
(A)

NUMBER
OF IMAGES
(In thousands)
(B)

NUMBER OF
ROLLS (100 ft.)
(C)

NEG DUP

NUMBER OF
PAPER
PRINTS
(D)

FILM
DEVELOPED BY
(E)

NEG DUP

INSTRUCTIONS

(General)

This schedule is to be used for microfilming operations performed as a service to another organization unit or agency. The film created is NOT to be used by the reporting organization unit. Where the film created is to be used by the reporting organization unit, GSA FORM T75a should be used to report operations.

DEFINITIONS

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3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, re-takes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

COLUMN

- A. Show the name of the agency and organization unit for which microfilming services were performed during fiscal year 1953 and list the title, or brief description of the file for each group of records processed.
- B. Show the number of images for each group of records shown in column A. If it was not possible to list the individual record groups there, show the total number of images for the organization unit or agency.
- C. Show the number of negative and duplicate film rolls produced for each group of records shown in column A. If it was not possible to list the individual records groups there, show the number of negative and duplicate rolls for the organization unit or agency.
- D. Show the number of paper prints made.
- E. Show by whom the film was developed. Use the following code:
 1. Your organization unit
 2. Elsewhere within the agency
 3. By another Government agency
 4. By the vendor of the film
 5. By other commercial processing laboratory